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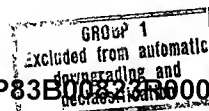
6 NOV 1969

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Directive Governing the Use and
Procedures of the Polygraph in
CIA

1. This memorandum suggests action on the part of the Director of Central Intelligence; this action is contained in paragraph 6.
2. The Chairman of the Civil Service Commission promulgated instructions concerning the use of the polygraph in personnel investigations of competitive service applicants and appointees to competitive service positions.
3. Although the Agency has been specifically exempted from these instructions, it is the policy of the Agency, as you are aware, to follow Civil Service Commission procedures as closely as possible.
4. One of the Civil Service Commission requirements covering polygraph use is the preparation of directives governing its use in employment of screening and personnel investigations. The Agency's last directive covering polygraph operations was signed by the Acting Director of Central Intelligence, General Charles P. Cabell, on 8 August 1957.
5. The attached proposed directive, in updating our procedures, follows the intent of the Civil Service Commission manual to the degree possible consistent with our specialized security requirements. Other Central Intelligence Agency investigative policies and procedures are in substantial accordance

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with the Civil Service Commission instruction entitled "Full Field Investigations on Competitive Service Employees and Applicants for Critical Service Positions" of which the subject instruction is a part.

6. It is recommended that the attached directive governing the use and procedures of the polygraph in CIA be approved with your signature.



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Howard J. Osborn
Director of Security

Att

CONCURRENCE:

R. L. Bannerman
Deputy Director
for Support

(Date)

The recommendation contained in paragraph 6. is approved.

Richard Helms
Director

(Date)

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MEMORANDUM FOR: Director of Security

SUBJECT : Polygraph Program

1. This memorandum supersedes the Acting Director of Central Intelligence's memorandum of 8 August 1957. The use of the polygraph examination process in and by the Central Intelligence Agency shall be governed by the provisions of this memorandum, and you are hereby directed to take the necessary action to insure that they are effected.

2. It is the policy of the Central Intelligence Agency to use the polygraph examination process as an additional means for meeting the requirements of national security.

3. The Office of Security shall be responsible for the conduct of the polygraph program of the Central Intelligence Agency, both domestically and overseas, and shall be solely responsible for the training, determination of competence and technical supervision of all employees selected to use the polygraph for the Central Intelligence Agency.

4. The Director of Security and the Deputy Director for Plans are authorized to establish programs for the polygraph examination of individuals within their respective areas of jurisdiction.

5. The polygraph examination process will be used in the Central Intelligence Agency as an aid to investigation in:

a. Determining the security eligibility of persons for employment by or assignment to the Agency; for security clearance by the Agency; or

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for those individuals requiring staff-like access to sensitive Agency installations.

b. The screening and investigative process applicable to individuals to be utilized in those operational situations which are the responsibility of the Deputy Director for Plans.

c. Reaffirming determinations made pursuant to a. and b. above.

d. Specific cases where allegations of a security nature or investigative information require further security interviews. It is recognized that employees of an intelligence organization often are subject to false allegations which might originate from the opposition or from persons hostile to the individual and to the Agency. It is considered that one of the most beneficial results of the use of the polygraph is the exposure of these false allegations and the clearing of individuals against whom the false allegations have been made. The polygraph will not be used, however, for testing of persons against whom there are allegations of suspicions of minor administrative irregularities or malfeasance such as misuse of official funds, petty thievery, false accounting, and activities of a similar nature except when the circumstances indicate serious security factors. The polygraph will not be used for the sole purpose of determining violations of criminal laws of any country.

e. Such other investigations as the Director of Security or the Deputy Director for Plans shall determine are within the scope of their investigative jurisdiction and are not inconsistent with this directive.

6. The Director of Security, in coordination with the Director of Personnel, shall be responsible for insuring that each applicant for employment will be notified, at the time he is given application forms, of the intent to use a polygraph examination in the course of his being screened for employment.

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7. At the time a person undergoes a polygraph examination, he shall be notified, prior to the beginning of testing, of:

a. The general areas of all questions to be asked during the examination.

b. The characteristics and nature of the polygraph instrument and examination including an explanation of the physical operation of the instrument, the procedures to be followed during the examination, and the disposition of the information developed.

8. Upon inquiry, a full and frank response will be made concerning any device or system used to monitor or record the progress or content of the polygraph examination process in that the purpose of such monitoring or recording is the protection of both the individual and the examiner. The monitoring of examinations to insure against abuse by either the examiner or the individual will be undertaken from time to time by authorized representatives of the Director of Security.

9. In those specific cases where a possible violation of the criminal laws is involved, the individual shall be informed of his privilege against self-incrimination and his right to consult with legal counsel or to secure other professional assistance prior to the examination and notification of such rights will be formally recorded.

10. No polygraph examination shall be given to any person who is within the security jurisdiction of the Director of Security, to any person whose polygraph examination is to be conducted in the United States, or to any citizen of the United States regardless of the place of examination unless the individual has consented in writing to the examination. Written consent to be considered valid shall follow notice to the individual of those points contained in paragraphs 6. and 7.

11. All questions asked during a polygraph examination must have specific relevance to the individual being polygraphed and to the purpose of the particular inquiry.

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12. Following are guidelines for the selection, training, and supervision of polygraph examiners:

a. The selection and training of polygraph examiners shall be consistent with the Agency objectives of insuring protection for the subject of the examination and the accuracy of polygraph examination results.

b. All Central Intelligence Agency polygraph examiners shall be trained by the Office of Security and no person shall give polygraph examinations in or for the Central Intelligence Agency who has not been determined to be a competent polygraph examiner by the Director of Security.

c. To be selected for and trained as a polygraph examiner, an individual shall have been found:

(1) to be of above-average mental capacity and verbal ability;

(2) to have a demonstrated ability to meet and deal with people of all social and economic levels; and

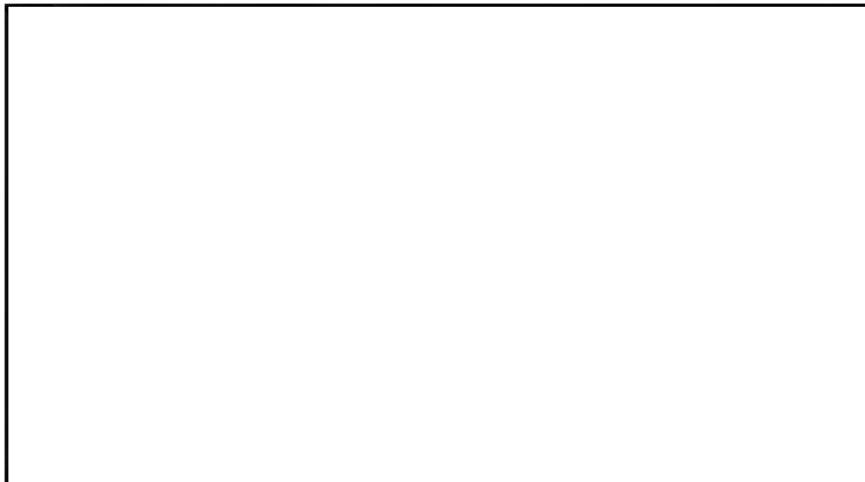
(3) to possess high moral standards, integrity, tact, initiative, adaptability, resourcefulness, soundness of judgment, and potential for growth and development.

d. The supervision of polygraph examiners shall be sufficiently close and review processes shall be sufficiently frequent and thorough to assure good quality for polygraph examinations and the prescribed protection of the subject of the examination, both domestically and overseas.

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13. The Director of Security is responsible for safeguarding polygraph examination files and data produced in or during a polygraph examination to avoid unwarranted invasion of privacy. Safeguarding of such files and data will include, as a minimum, the following steps:

a. Separate files shall be maintained on data produced in, during, or by the polygraph examination and only such information as is needed for decision making purposes shall appear in case summaries or other such memoranda on the subjects of polygraph examinations.

b. Information developed during a polygraph examination may be released to other Agency officials when in the judgment of the Director of Security that information has a direct bearing on a decision to be made by that other official.

c. Information may be released outside the Agency only when a determination has been made by the Director of Security that such release is necessary in the interests of national security.

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14. The Executive Director-Comptroller shall take such steps as are necessary to insure compliance with the provisions of this directive and to prevent abuses and unwarranted invasion of privacy.

Richard Helms
Director

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